

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE:

NEW POSITION

EXISTING POSITION

Part I -- Items 1 through 12 to be completed by department head or personnel office.

Items 13 through 17 are for use by the personnel office.

1. Agency Name Department for Children and Families	9. Position Number		10. Budget Program Number
2. Employee Name	11. Present Class Title (if existing position) ADMINISTRATIVE SPECIALIST		
3. Division Integrated Service Delivery	12. Proposed Class Title		
4. Section Protection and Prevention Services	13. Allocation		For Use BY Personnel Office ONLY
5. Unit Kansas Protection Report Center	14. Effective Date	14 b. FLSA Code	
6. Location (Address where employee works) City: Topeka County: Shawnee	15. By Approved		
7. (Indicate Appropriate Time) Full Time Perm. X Inter. % Part Time Temp.	16. Audit Date: By: Date: By:		
8. Regular hours of work. (indicate approx. time) As scheduled	17. Position Reviews Date: By: Date: By:		

Part II -- to be completed by department head, personnel office, or supervisor of the position.

18(a). Briefly describe why this position exists. (What is the purpose, goal, or mission of this position.)

19(b) If this is a request to reallocate a position, briefly describe the organization, reassignment of work

19. Who is the supervisor of this position? (Who assigns work, gives direction, answers questions and is directly in charge.)

Name Title Position Number

Social Work Supervisor

Who evaluates the work of an incumbent in this position?

Name Title Position Number

Social Work Supervisor

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This position exists to support the agency in achieving its mission to protect children and promote adult self-sufficiency. Once trained, this employee is given specific assignments and must follow prescribed agency regulations and time frames. This employee will follow instructions, guidelines and directives from supervisor. Since safety of vulnerable adults and children is at stake, the worker will gather and process the information as soon as possible. This information will be transferred to the designated person in a timely manner. The information will be accurately entered into the system. Assignments are based upon the established procedures within the intake unit. Worker is required to be reliable and work independently with little supervision.

b) Which statement best describes the results of error in action or decision of this employee?

<input type="checkbox"/>	Minimal property damage, minor injury, minor disruption of the flow of work.
<input type="checkbox"/>	Moderate loss of time, injury, damage or adverse impact on health and welfare of others.
<input checked="" type="checkbox"/>	Major program failure, major property loss, or serious injury or incapacitation.
<input type="checkbox"/>	Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:) What is the action being done (use an action verb); to whom or what is the action directed (object of action); why is the action being done (describe the result or outcome expected); *How is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identify each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incidental

or minimal part of the position.

Number	Percent	E or M	Description
1.	25%	E	Interview individuals making reports of children in need of care or suspected adult abuse/neglect/exploitation through phone contact using in-depth interviewing techniques. Complete intakes from faxes and other written documentation. Calls will be periodically monitored for performance improvement.
2.	25%	E	Prepare clear and accurate written summaries of the information received in the report. Forward child and adult reports Protection Report Center social worker for further processing. Reports will be periodically reviewed by the supervisor for accuracy, timeliness, and completeness.
3.	10%	E	As directed by PRC social workers, gather additional information regarding reports and document the results.
4.	10%	E	Receive calls, assess the situation and provide information to direct the caller to appropriate community resources as needed, using crisis intervention skills if callers are in distress. Contact Law Enforcement for emergency situation outside of normal SRS business hours.
5.	10%	E	Collect and document available information by using agency systems- FACTS, KAECSSES, and other available information systems.
6.	10%	E	Complete Central Registry duties, including completing registry checks for identified persons in Child Abuse/Neglect Central Registry and/or Adult Abuse/Neglect Central Registry and all other aspects related to Central Registry duties.
7.	5%	E	Complete additional projects or assignments that are part of the Protection Report Center and/or Children and Family Services. Follow agency policy and will have working knowledge of the intake process, policies, and procedures. Interpret and ensure compliance with Statutes, policies and procedures.
8.	5%	E	Attend trainings, conferences with supervisor and unit meetings. Assist in training new staff as directed by supervisor.

*The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

Failure to record accurate and thorough information could result in lack of action by our agency which could result in varying levels of danger to children and vulnerable adults.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Lead worker assigns, trains, schedules, oversees, or reviews work of others.

Plans, staffs, evaluates, and directs the work of employees of a work unit.

Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are directly supervised by employee on this position.

Title	Position/KIPPS Number
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24. For what purpose, with whom and how frequently are contacts made with the public, other employees, or officials?

Contact with the public occurs almost constantly on a daily basis. Primary contact is with mandated reporters and the general public.

25. What hazards, risks or discomforts exist on the job or in the work environment?

This position is almost steady phone work and report preparation. Frequently callers are upset, frustrated or angry and this position is sometimes the target for these feelings. Secondary trauma may be experienced from receiving information regarding situations in which an adult or child is believed to have been victimized. Potential risks associated with a typical office environment.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Telephone - Daily
Fax Machine - Daily

Copy Machine - Daily

Personal Computer – Daily

Part III -- To be completed by the department head or personnel office.

27. Minimum Qualification as Stated in Kansas Class Specifications

Work experience at Kansas Protection Report Center or two years of experience in general office, clerical and administrative support work.

28. SPECIAL REQUIREMENTS

A. State any additional qualifications for this position that are necessary to perform the essential functions of the position. (License, registration or certification).

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services

C. List preferred education or experience that may be used to screen applicants.

Knowledge about word processing applications, work experience at the Kansas Protection Report Center or 2 years call center/customer service experience, college course work in social work or a related human services field.

29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

Good interview skills and attention to details.

30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others

Staff are informed of the safety plan and shall follow safety instructions.

PART IV - Signatures

Signature of Employee

Date

Signature of Personnel Official

Date

Approval

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date